

Kitchen/Bath Remodel Permit Application Procedures

1. Provide a plan/ drawing that includes:

- Overall size and dimensions of Kitchen/Bath
- Locations of sinks and all appliances
- Location of existing and/or new walls
- Location of windows and doors
- If removing windows/doors show header/door/window sizes
- If removing drywall/plaster/insulation show size/type replacement materials
- Countertop material/type
- Type of flooring material
- PDF plans are preferred. Email plans to:
buildinginspection@mtpleasantwi.gov

2. Plumbing Permits required:

- A plumbing permit is required for all plumbing work
- Only a licensed plumber or the owner/occupant may obtain the plumbing permit.
- Only a licensed plumber or the owner/occupant may perform any plumbing work.

3. Electrical Permits required:

- An electrical permit is required for additional branch circuits or changes such as: additional lighting, receptacles, disposal, etc.
- Electrical contractors shall have applicable license & credentials

4. Complete the Building Permit Application:

- Property Owners that apply for the permit fill out name, address, phone #, project value, signature/ date & also sign the Cautionary Statement.
- Contractors that apply for the permit also fill out the Contractor Information & include applicable license and credential numbers.
- The Building Inspector will calculate permit fees.

For Building & Electrical Permit Information contact:

262-664-7824 or 262-664-7825 buildinginspection@mtpleasantwi.gov

For Plumbing Permit Information contact:

262-664-7847 rbowers@mtpleasantwi.gov

All staff can also be reached via e-mail. Contact information, permit information and forms are on the Village Website: www.mtpleasantwi.gov

<http://www.mtpleasantwi.gov/2461/Applications-Permits>